

BREASTFEEDING COORDINATOR (BFC) ORIENTATION AND TRAINING

Important Contacts:

What?	Who?	Title	Contact Info
MI-WIC issues, BF policies, BF food package questions, website, OA grant-funded trainings, LC contractors, BF workgroup, BF Connections, LMS trainings.	Marji Cyrul	State BF Coordinator	CyrulM@michigan.gov
IBCLC state-level questions, pumps & equipment, breast pump policies, peer counselor regional trainings and state updates, PC orientation, PC eligible costs, BF Supporters of Color Network.	Dionne Moore-Smith	State BF Peer Coordinator	MooreSmithD@michigan.gov
Breast pump orders, Coffective 5-hour training access.	Hanna Thelen	Nutrition / BF Analyst	ThelenH1@michigan.gov
PC interview (if desired), orientation & mentoring. PC manager support, short-term IBCLC coverage.	Regional LCs		Regional Lactation Consultants (LCs)
Contact info for other BF Coordinators, Level 3 & 4 staff, and peer counselors			Google Drive Collaboration Folder Directories
Local Agency Map and Contacts			
MI-WIC procedures, vendor concerns, client assistance.	DuJour Help Line		800-942-1636, press 1, then 2
MI-WIC help	KL&A		

A. Understanding the BFC Role

- [Breastfeeding Coordinator](#) position description and examples of work
- Attend [Breastfeeding Workgroup](#) (Fridays in January, April, July, October on Friday 8:30-12:30)
- [Register](#) for Breastfeeding Coordinator Training held 2x/year (April & October)

B. Program Planning, Administration and Evaluation

- Reports. We all love them. This [guidance document](#) details which BF reports need to be pulled, and how to pull them.
- Monitoring [breastfeeding data](#) is an important part of the BFC role.
- Nutrition Services Plan (NSP): Required to be completed every year ~ September.
 - Find examples of completed plans on the [Program Planning, Administration and Evaluation webpage](#)
- Management Evaluations (MEs): Done every other year during the spring or summer.
 - ME tools are located on this [webpage](#).
 - Use this document to help prepare. [Handy Guide to Help Prepare for an ME: Breastfeeding Specific](#)

C. Policies

- 1.07 [Local Agency Staffing and Training](#)
1.07A [Staff Training Plan](#)
- 4.0 Breastfeeding
 - 4.01 [Local Agency Breastfeeding Responsibilities and Staff Roles](#)
 - 4.02 [Client Breastfeeding Education](#)
Use this [Guidance to Assist with Policy 4.02 Compliance](#)
 - 4.03 [Contraindications to Exclusive Breastfeeding](#)
 - 4.04 [Breastfeeding Equipment Ordering, Inventory, Retrieval, and Maintenance](#)
 - 4.05 [Breastfeeding Equipment Issuance and Documentation](#)
 - 4.06 [Specialty Feeding Equipment](#)
- 12.0 Breastfeeding Peer Counseling
 - 12.01 [Peer Counselor Orientation](#)
 - 12.02 [After-Hours Availability](#)

D. MI-WIC

- Verify your LA WC Coordinator has added your role as the BFC in MI-WIC
- [Guidance on Documentation on Breastfeeding Support Tab](#)
- [Webinar 8.3 Release Breastfeeding Changes](#)
- [Written documentation for 8.3 Release Breastfeeding Changes](#)

E. Breast Pumps and Supplies

- The BF Coordinator webpage for [Breastfeeding Equipment Issuance, Inventory and Maintenance](#) has a lot of great information, such as how-to videos on ordering pumps, maintaining inventory, running reports, and how to clean & assemble pumps.
- The [Milk Expression website](#) for WIC Staff has guidance on devices, printable pump agreements/releases, etc.
- BFCs can also find Breast Pump inventory forms, monitoring logs & Pump Marketplace on the Google Collaboration [Breast Pump section](#).
- BFCs are required to take [Milk Expression training](#).

F. Staff Trainings (required to provide to staff 4 x/year)

- Training peers is one of your major roles. This [PC orientation guide](#) details what you can teach your peer before reaching out to the Regional LC. The Regional LC will provide an extremely detailed training and orientation using [this checklist](#).
See 1.07A [Staff Training Plan](#) for required and recommended trainings.
- Go to [MPHI BF and PC website](#) to register for trainings.
- The [Training Calendar](#) allows the BFC to 'save-the-date' for upcoming trainings.
- The Google Collaboration [Staff Training section](#) has ideas for the 4x/year training requirement, along with sample documentation forms.
- Need more? There's a ton of information on the MDHHS WIC Providers [Nutrition Education webpage](#).

- See the [WIC Breastfeeding Staff Education webpage](#) for guidance on scope of practice tools, breastfeeding food package guidance, BF Connections articles, and conferences, including [MIBFN webinars](#).

G. Client Education

- [Policy 4.02](#), Client Breastfeeding Education
- [Client Education Resources](#) (under BF for WIC Staff section of website)
- [Breastfeeding Support for WIC Clients](#)
- List of [Coffective Materials](#) available to Michigan WIC staff
- [Nutrition Education & Outreach Resource List](#)
 - [Instructions on how to order publications through E-Forms](#)
- [Nutrition Education Materials Evaluation Form](#)
- See Policy 5.01D, [Nutrition Education Lesson Plans](#), for the procedure for developing lesson plans.
- Infant Feeding (Breastfeeding) Class ideas can be found on the Google Collaboration [Infant Feeding Classes section](#).
- [Process of setting up a class in MI-WIC](#)
- Advocacy Tools can be found on the [Research, Policy and Advocacy webpage](#), including the MIBFN Toolkits.

H. Clinic Environment

- Find resources on the [Clinic Environment webpage](#).
- [NWA Six Steps](#) to Achieve Breastfeeding Goals for WIC Clinics.

I. Collaboration

- Connect with our Michigan WIC breastfeeding coordinators. Find and update contact information on the Google Collaboration: [Breastfeeding Coordinator Directory](#).
- Find local BF Supporters on [MIBFN coalition webpage](#).
- Use these [outreach tools](#) to collaborate with community partners.